Lincoln Elementary Library

Troll MICRO

COURSEWARE

USER'S GUIDE

cause/effect

WHAT MAKES IT HAPPEN

Troll Micro-Software

CAUSE AND EFFECT: What Makes It Happen
Micro User's Guide

System Requirements

1. Apple IIGS, IIc, IIe, II+, or II (with Applesoft and at least 48K of RAM).
2. One disk drive.
3. A TV set or video monitor (color is recommended).

How to Use This Program

CAUSE AND EFFECT: What Makes It Happen is a menu-driven program designed to help students learn how to recognize and identify causes and effects in sentences and paragraphs.

Getting Started

Insert the program disk into the disk drive with the label facing up and the oval cutout facing away from you. Close the door on the disk drive and turn on the monitor and computer. The red light on the disk drive will light up as the program loads.

NOTE: Some Apple computers require that PR#6 be typed before the program begins loading.

When the program has loaded, the Troll logo will appear, followed by the title. The student is then asked whether sound is desired. Then the Lesson Menu appears.

1) Introduction to CAUSE AND EFFECT
2) Finding CAUSE AND EFFECT in Sentences
3) Finding CAUSE AND EFFECT in Paragraphs

To choose a lesson, simply press the number of your choice. The lesson will load and run automatically.

Special Keys

	H	**Help**
CONTROL	X	**Return to Lesson Menu**
CONTROL	O	**Turn Sound On or Off**

Teacher Entry

This program includes a special option that permits teachers to enter additional cause and effect sentences for use with Lesson 2. For complete instructions about its use, see the Teacher Entry section of this guide.

The Lessons

Introduction to CAUSE AND EFFECT

Objective: This tutorial lesson introduces causes and effects and explains how they are related.

Concepts: A cause is an event or something that happens. It leads to an effect, or a result. The cause explains how or why something happened. Although a cause and an effect may appear in any order in a sentence or paragraph, a cause must actually take place before its effect.

Finding CAUSE AND EFFECT in Sentences

Objective: In this interactive lesson, students gain practice in identifying causes and effects in single sentences and in pairs of sentences.

Procedure: Student chooses a set of sentences by using the arrow keys to highlight the name of the set desired, then pressing Return. (There are 3 sets of sentences on this disk.* Each set contains 12 cause and effect sentences or sentence pairs. Single sentences contain a cause and effect. Sentence pairs consist of one cause sentence and one effect sentence.) When the first sentence or sentence pair appears, the student uses the space bar to highlight the cause or the effect (whichever is specified) and presses Return. A brief explanation follows each incorrect answer. When all cause and effect entries in the set have appeared on the screen, the number answered correctly and the number attempted are displayed.

*NOTE: Teachers may create additional files containing sets of sentences for use with this lesson. See Teacher Entry for details on how to create your own files of causes and effects.

Finding CAUSE AND EFFECT in Paragraphs

Objective: In this interactive lesson, students focus on identifying multiple causes and effects in paragraphs.

Procedure: The student chooses a set of paragraphs with which to work, following the same procedure as outlined in Lesson 2 above. (There are 3 sets of paragraphs on this disk, and each contains 4 paragraphs.) The student uses the space bar to toggle between each paragraph and 3 randomly generated questions about causes and effects. Questions are in multiple-choice format, either showing a cause and asking for an effect, or showing an effect and asking for its cause. When 12 questions have been answered, the student's score is displayed.

Teacher Entry

Teacher Entry allows you to create your own Cause and Effect entries for use with Lesson 2, **Finding Cause and Effect in Sentences.**

Up to twelve cause and effect entries can be included in each file. The files will be saved on a data disk you supply. A data disk can hold as many as 61 files, and you may make as many data disks and data disk back-ups as you wish.

CAUTION: Teacher Entry reads and writes to the disks. When the disk drive in-use light is on:

NEVER press reset
NEVER turn off or re-boot the computer
NEVER remove the disk.

Wait until the in-use light goes off before doing any of the above. If you don't, you may lose all data contained on the disk.

To access Teacher Entry, type **Control-T** (hold the **Control** key down and type **T**) any time the Lesson Menu is visible. The following Teacher Options screen will appear:

```
CHOOSE AN OPTION—PRESS A NUMBER:
1) CREATE A NEW FILE
2) WORK WITH AN EXISTING FILE
   PRESS (ESC) TO EXIT THIS SECTION.
```

The key labeled **ESC** is located in the upper left corner of the Apple keyboard. It is known as the escape key. In Teacher Entry, the key is used as an escape. If you press the wrong key, or make a wrong choice, press **ESC**. The program will back up to the previous menu.

1) Create a new file

To create a new file, choose option 1. The following screen will appear:

```
          CREATE A NEW FILE
FILE:
ENTER THE NAME OF YOUR FILE. USE
LEFT ARROW KEY TO EDIT. PRESS
RETURN WHEN DONE.
   PRESS (ESC) TO EXIT THIS SECTION.
```

You will be asked to enter a name for the file. It is a good idea to use descriptive names for files. The name you enter is the same name students will see when they choose a set of cause and effect sentences. A good name should describe the subject (safety, sports, etc.), the difficulty level (easy1, easy2, hard1, etc.) or both (sports-easy). Each name must be 15 letters or less, and cannot begin with a space or include a comma. If you enter an unacceptable name, the computer will erase the name and wait for an acceptable name to be entered.

Have a data disk available. You will need it later when you save your new sentences. (See Main Menu option 4 later in this guide.)

After you have entered a name for your new file, press **Return.** The Teacher Entry—Main Menu screen will appear. (See **Teacher Entry—Main Menu** below.)

2) Work with an existing file

This option is used if you have already created and saved one or more files and wish to work with one of them. The following screen will appear:

```
     WORK WITH AN EXISTING FILE
INSERT A DATA DISK
PRESS RETURN WHEN READY
PRESS (ESC) TO EXIT THIS SECTION.
```

Insert your data disk. If you have two disk drives, put your data disk into drive 2. If not, use drive 1. Close the door on your disk drive and press **Return.** The message (PLEASE WAIT) will appear while the computer searches for your data disk. The next screen will be similar to this:

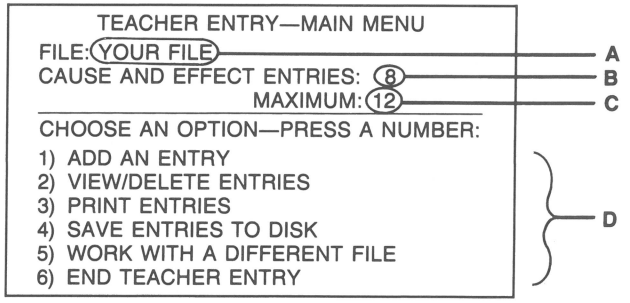
```
     WORK WITH AN EXISTING FILE
USE ARROW KEYS TO CHOOSE A FILE,
THEN PRESS RETURN.
PRESS (ESC) TO EXIT THIS SECTION.
YOUR FILE 1
YOUR FILE 2
YOUR FILE 3
```

Use the arrow keys to scroll through the names of your files. Press **Return** when the desired file is highlighted. This file will load automatically. Then the Teacher Entry—Main Menu screen will appear.

NOTE: This option—Work With An Existing File—can be used to see what files are on your data disk. When you have seen the names of the files, simply press ESC to exit.

Teacher Entry—Main Menu

After a new or existing file has been chosen, the **Teacher Entry—Main Menu** will appear. The screen should look like this:



Parts of the Screen: (see previous page)

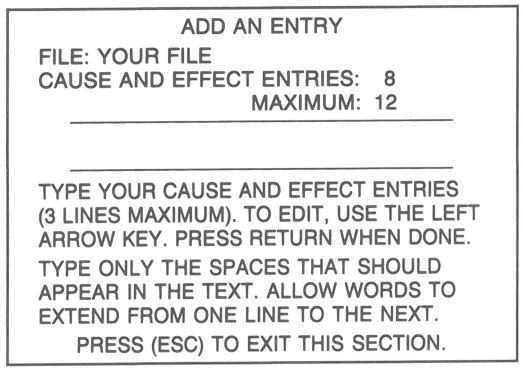
(A) The file name. This shows the name of the file you are working on. The file is saved to the data disk with this name. The same name appears when students choose causes and effects from your data disk. (See **Create a new file** for more information on names.)

(B) Shows the number of cause and effect entries in the data file. Note that an entry can be one sentence containing both cause and effect, or a pair of sentences—one with the cause and one with the effect.

(C) Shows that a file can contain a maximum of twelve cause and effect entries. The maximum number of entries is always the same.

(D) The menu presents the options available for creating your own data base for cause and effect.

Main Menu Option (1): Add An Entry


ADD AN ENTRY
FILE: YOUR FILE
CAUSE AND EFFECT ENTRIES: 8
MAXIMUM: 12
TYPE YOUR CAUSE AND EFFECT ENTRIES (3 LINES MAXIMUM). TO EDIT, USE THE LEFT ARROW KEY. PRESS RETURN WHEN DONE.
TYPE ONLY THE SPACES THAT SHOULD APPEAR IN THE TEXT. ALLOW WORDS TO EXTEND FROM ONE LINE TO THE NEXT.
PRESS (ESC) TO EXIT THIS SECTION.

Each entry should contain one cause and one effect. An entry may be one sentence as in this example:

The tire went flat because the car ran over a broken bottle.

Or the entry may contain more than one sentence:

The car ran over a broken bottle. The tire went flat.

Entering The Sentence:

—Type only the letters and spaces that should appear in an entry.

—Type a space after each word, even if the word falls at the end of the line.

—Allow words to wrap or continue from the end of one line to the start of the next line.

—Do not hyphenate a word at the end of a line.

—Do not add extra spaces to start a word at the beginning of a new line.

—Each entry can be up to three lines (120 characters) in length.

—Sentences may be entered in upper and lower case. (Be sure to release the **Caps Lock** key.)

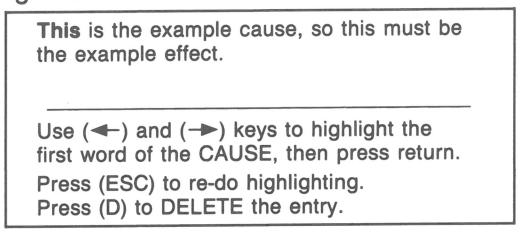
NOTE: Lower case cannot be typed on an Apple II or II+. However, lower case will be displayed on these machines if your cause and effect entries are entered on a newer Apple (IIe, IIc, or IIGS.)

After typing your cause and effect entry, press **Return.**

The computer will prompt, "DO YOU WANT TO RE-ENTER? PRESS Y OR N." Press **Y** if you made a mistake typing the sentence and wish to re-enter it. Press **N** if the sentence is OK.

In some instances, the computer will highlight the first letter of a word and ask, "IS THIS THE FIRST LETTER OF A WORD THAT IS ALWAYS CAPITALIZED?" If the letter highlighted is the first letter of a proper noun, press **Y.** If the word is not a proper noun, press **N.**

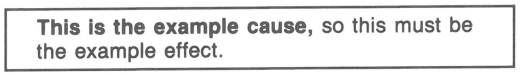
After noting the correct capitalization, the computer must be told which part of the sentence is the cause, and which part is the effect. The screen will change to black text on a white background and the first word of the entry will be highlighted.


This is the example cause, so this must be the example effect.
Use (←) and (→) keys to highlight the first word of the CAUSE, then press return.
Press (ESC) to re-do highlighting.
Press (D) to DELETE the entry.

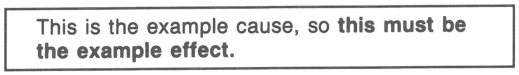
Use the arrow keys to move the highlighting from word to word. When the first word of the *cause* is highlighted, press **Return.**

If you make a mistake highlighting either the cause or the effect, you can press **ESC** to re-do the highlighting.

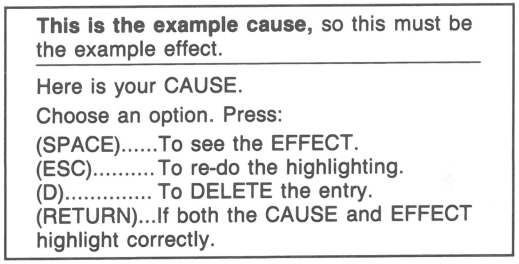
Now use the arrow keys to *stretch* the highlight. Completely highlight the *cause* and press **Return.** You can't highlight before the first word you chose above.



Now repeat the same steps to identify the **effect**. Text previously selected as the cause cannot be highlighted. The same text cannot be both the cause and the effect.



When both the cause and the effect are identified, the program will advance to this screen:


This is the example cause, so this must be the example effect.
Here is your CAUSE.
Choose an option. Press:
(SPACE).....To see the EFFECT.
(ESC).....To re-do the highlighting.
(D)..... To DELETE the entry.
(RETURN)...If both the CAUSE and EFFECT highlight correctly.

Press space to alternate between the cause and the effect. If they are highlighted correctly, press **Return** to complete the entry. You will be returned to the **Teacher Entry—Main Menu** where you can add another entry to the same file or save your entry using option 4. (Notice that CAUSE AND EFFECT ENTRIES will reflect the new number of entries ready to be saved in the file.)

IMPORTANT NOTE: You *must* use option 4 to save your entries to disk before quitting. If you do not save your entries, they will be lost.

Main Menu Option (2): View/Delete Entries

```
VIEW/DELETE ENTRIES
File: YOUR FILE
Cause and effect entries:  8
                Maximum: 12
---------------------------------
Your cause and effect sentence
will be displayed here.
---------------------------------
Choose an option:
( ◄- ) OR ( -► )...To SEARCH the file.
(D).....To DELETE the entry.
(ESC).....To EXIT this section.
```

When option 2 is chosen from the Teacher Entry—Main Menu, the above screen will appear and the cause and effect entries in that file will appear one at a time. Press -► (right arrow) to display the next entry or ◄- (left arrow) to display the previous entry. If you press ◄- on the first entry, or -► on the last entry, the computer will beep to indicate that there is no previous or next entry.

Press **D** if you want to delete the displayed entry. The computer will ask "DO YOU WANT TO REMOVE THIS ENTRY?" Press **N** if you do not wish to delete the entry. Press **Y** to delete the entry. Once an entry is deleted, it cannot be retrieved. The number to the right of "Cause and effect entries" will decrease by one, reflecting the deletion of the entry. **Note:** You must press **ESC** to exit this section and use option 4 to save the entries remaining in the file, otherwise the deletions you made will be ignored.

If all entries in a file are deleted, the background will change from white to black. The following message will appear:

```
VIEW/DELETE ENTRIES
FILE: YOUR FILE
CAUSE AND EFFECT ENTRIES:  0
                MAXIMUM: 12
---------------------------------
THERE ARE NO ENTRIES IN THIS FILE.
PRESS SPACE TO GO TO THE MAIN MENU.
```

To delete a file from the disk:

First, load the file with option 5.

Then, delete all the entries with option 2.

Finally, save the entries to disk with option 4.

The file will have 0 entries, so it will be erased from the disk.

Main Menu Option (3): Print Entries

When option 3 is chosen, the computer prints the entries contained in the file. The file name is printed at the top of the page for easy reference. The entries are formatted as they will appear on the program screen.

The computer asks, "IN WHICH SLOT IS YOUR PRINTER?" Type the number of the slot containing your printer interface card. (Usually slot 1.)

The computer reminds you to make sure your printer is turned on. Press **Return** to begin printing.

CAUTION: Sending the print-out to the wrong slot may cause the program to hang or crash. If this happens, you will have to re-boot the computer and start again. Therefore, if you are uncertain of the correct printer slot, be sure to SAVE YOUR ENTRIES BEFORE PRINTING THEM.

Main Menu Option (4): Save Entries to Disk

Option 4 saves any changes you have made to the entries. Entries added to the file will be saved to disk. Entries removed from the file will be permanently lost. The screen will appear like this:

```
SAVE ENTRIES TO DISK
FILE: YOUR FILE
CAUSE AND EFFECT ENTRIES:  8
                MAXIMUM: 12
---------------------------------
DO YOU WANT TO CHANGE THE NAME
OF THIS FILE? PRESS Y OR N.
  PRESS (ESC) TO EXIT THIS SECTION.
```

Your entries are always saved with the name displayed to the right of "FILE:" at the top of the screen. You can change this name before the file is saved. Press **Y** to change the name of the file. If you do not want to change the name of the file, press **N.**

Note: To keep the original file as well as the changed file, change the name before saving the file. When the save is compete, you will have two different files saved on disk—the original file with the original name, and the changed file with the new name.

Next, you are instructed to insert a data disk. Put your disk in a drive and press **Return.**

Your data disk can be:

1) A disk you have previously used for Cause and Effect data
2) A blank disk
3) A disk you don't mind erasing.

If you have 2 disk drives, put the data disk in drive 2. You will not have to swap disks while the program is running. If you have one drive, remove the program disk and put the data disk in the drive. You will be told when to replace the program disk.

```
INSERT A DATA DISK
PRESS RETURN WHEN READY
PRESS (ESC) TO EXIT THIS SECTION.
```

Disks other than Cause and Effect data disks will have to be formatted for Cause and Effect data. If a disk contains programs or other data, it will have to be erased. Before a disk is erased, the following warning will appear:

```
WARNING....THIS DISK IS NOT BLANK.
IS IT OK TO ERASE IT? PRESS Y OR N.
```

If it is OK to erase the disk, press **Y**. Otherwise, press **N**. If you press **N**, you will asked to insert a different data disk or to press **ESC**. Pressing **ESC** will return you to the Teacher Entry—Main Menu without saving your entries.

If the computer does not find the correct disk, it will tell you which disk to insert. Read and follow the instructions printed on the screen.

You cannot save two files with the same name. If you attempt to do so, the computer will give you two choices. You can either replace the original file on disk with the new file, or you can give the new file you are saving a different name.

You will see this message after the entries have been saved.

```
YOUR ENTRIES HAVE BEEN SAVED TO DISK.
PRESS SPACE TO RETURN TO THE MAIN MENU.
```

Press **Space** and the Teacher Entry—Main Menu will appear.

Main Menu Option (5): Work With A Different File

When option 5 is chosen from the Teacher Entry—Main Menu, the following screen will appear:

```
          WORK WITH A DIFFERENT FILE
FILE: YOUR FILE
CAUSE AND EFFECT ENTRIES:  8
                  MAXIMUM: 12
-------------------------------------
CHOOSE AN OPTION—PRESS A NUMBER:
1) CREATE A NEW FILE
2) WORK WITH AN EXISTING FILE
PRESS (ESC) TO EXIT THIS SECTION.
```

Details on each of these options are provided earlier in this guide. (See pages 4 & 5.)

Main Menu Option (6): End Teacher Entry

When you are ready to end the Teacher Entry section choose option 6. If you have made any changes, you will be reminded to save them before ending. When you end Teacher Entry, you will be returned to the Cause and Effect Lesson menu.

Care of Disks

The micro-software program is recorded on the magnetic coating of the program disk, which is permanently sealed inside a protective cover. Do not touch the surface of the disk that is visible through the oval cutout in the protective cover. When the disk is not in use, it should be returned to its own envelope and stored in a safe place away from dust, magnetic fields, and temperature and humidity extremes. Do not bend, staple, or write on the disk or its protective cover with ball point pen or pencil.

Warranty

Troll Associates provides a lifetime guarantee on Troll micro-software disks. If any program disk is accidentally damaged or ever fails to load or run, simply return it to us for a free replacement.

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